

POLICY FOR RE-SITTING EXAMINATIONS

Role Responsible:	Assistant Principal (Transition & Engagement)
Written by:	Assistant Principal (Students)
Date approved:	November 2022
Approved by:	SLT
Publication:	Google Shared Drive
Review cycle:	Biannual
Next Review Date:	November 2024

1. Students will usually be charged the full cost of all re-sits of examinations, unless they are following a fully-funded retake course at college in preparation for the examination.
2. Students who fail to achieve a pass grade may only re-sit an examination in that subject if they are following a retake course at college in preparation for the examination.
3. Students who achieve a pass grade, but wish to re-sit a module without attending lessons and at their expense, may do so.
4. Resit examinations should be taken at the time advised by the college. Students will usually be charged to resit examinations at a time other than that advised by the college.

Equality impact and monitoring the policy and procedure

In monitoring the impact of this policy and procedure, the College will have due regard to its Equality and Diversity Policy and its single Equality Duty. It will consider any concerns raised or complaints received, based on student and staff data, feedback, surveys and/or professional judgement. If you have a question or a suggestion to improve the policy, please contact the Assistant Principal.